

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Statewide Amended Job Vacancy Posting**

**POSTING #:** HR-4884

**TITLE:** Management Assistant

**ISSUE DATE:** 8/19/2015

**TITLE CODE:** 56491

**CLOSING DATE:** 9/17/2015

**WORKWEEK:** 40 HOURS

**LOCATION:** Ewing

**UNIT:** Operations - Permits Unit

**SALARY RANGE:** P20

**POSITIONS:** One (1)

**SALARY:** \$49,263.43 - \$69,662.11

**AMENDED:** STATEWIDE

**DESCRIPTION:**

Under the direction of a manager in a state department, institution, or agency or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**EXPERIENCE:**

One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

**OPEN TO THE FOLLOWING:**

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Management Assistant preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the

“New Jersey First Act” .

**INCLUDE A LETTER OF INTEREST (INCLUDING JOB VACANCY POSTING NUMBER) AND CURRENT RESUME. PLEASE INCLUDE A DAYTIME PHONE NUMBER. INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.**

**Forward resumes and cover letters to:**

**DOT.Opspersonnel@dot.nj.gov**

**or**

**Forward Resumes To:**

Kim Stuhltrager, Personnel Coordinator  
Department of Transportation  
1035 Parkway Avenue, E & O Bldg 2nd Floor  
Trenton, NJ 08625

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
IS AN EQUAL OPPORTUNITY EMPLOYER